



EPAP EXPANDED PROFESSIONAL
ASSOCIATES PROGRAM

Checklist, Tips, and Reminders for your Application for Qualification to EPAP Fall 2014

All eligible EFMs interested in participating in EPAP are encouraged to apply for qualification to the program during this open season, October 15 – 31, 2014.

Checklists and Tips

To prepare now for the upcoming open season you should:

- ☐ **Create or update a USAJOBS resume.** First create an account and register at www.usajobs.gov and then create an online resume.
 - Be sure to include all relevant work experience you wish to be considered. Any experience not included will not be considered by the Qualification Evaluation Panel (QEP) or the Regional Bureau.
 - Sign up for notifications on USAJOBS to receive status updates during the initial review of your application.
- ☐ **Secure a copy of your sponsoring employee's assignment cable/notification** or approved form OF-126 listing you by name as a dependent and current or upcoming post of assignment.
 - If your sponsoring employee's agency does not provide all the required information in a single document, contact the EPAP Coordinator at FLOaskEPAP@state.gov to discuss options.
 - *This information is essential to confirm your eligibility for the program. Without it your application will not be forwarded to the Qualification Evaluation Panel (QEP) for consideration.*

- **Request your college/university transcripts.** These must be legible, include your name and indicate the degree(s) (if any) awarded and course work completed. Note: these do not have to be official transcripts; unofficial copies of school records are acceptable, as long as they meet the above requirements.
 - If your transcripts do not include the degree(s) awarded, include a copy of your diploma with your transcripts.
 - You need to submit transcripts documenting any educational experience you wish the Qualification Evaluation Panel (QEP) to consider. This is especially important if your undergraduate and graduate fields of study were different.
 - ***If you have foreign education credentials*** (that is education acquired outside of any State of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.), request evaluation of your credentials through an organization that provides this service. Foreign education transcripts will not be accepted. Applicants will submit copies of their foreign education credential evaluations in lieu of transcripts in their applications. Applicants can request an evaluation (most organizations charge a fee for this service) from a member organization of one of the two national associations of credential evaluation services:
 - National Association of Credential Evaluation Services (NACES)
www.naces.org
 - Association of International Credentials Evaluators (AICE)
www.aice-eval.org

Credential evaluations are not free and applicants are responsible for the cost of the selected service. The cost will vary according to the complexity of the case and the amount of documentation you can provide. Prior to submitting any documents to a credential evaluation service, you will also need to obtain English translations of any non-English documents, preferably notarized. The QEP cannot

consider any foreign education credentials that have not been evaluated.

- **Create a single document of all of your educational records (i.e. scan them all together into a single document).**
- **If you are claiming veteran's preference, you must submit a copy of your DD-214 with your application.** Veteran's preference will be applied in the selection process, consistent with the application of veteran's preference in all overseas employment, as documented by HR/OE.
- **If you are a medical professional applying for qualification in one of the medical areas, you must include a copy of your current U.S. medical license with your applications.**
- **Save your documents in your USAJOBS.gov account.** When you submit your application for qualification to EPAP, you will be able to transfer them on the Gateway to State site as you complete your application. If you do not save these documents to your USAJOBS.gov, you will be able to upload them from your computer to the Gateway to State site when you complete your application.
 - Saving these documents to your USAJOBS.gov account does not automatically upload them to your EPAP application. You will have to do this when you complete your application on-line in the Gateway to State site.

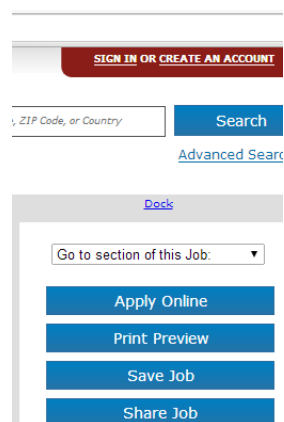
Reminders

PREVIOUSLY QUALIFIED APPLICANTS: Individuals who applied in any previous EPAP open season and were found eligible by the Qualification Evaluation Panels (QEPs) in one or more of the EPAP areas (Economics, Management, Political, Public -Diplomacy, Financial Management, General Services, Human Resources, Information Management, Office Management or Medical [physician or nurse]), **do not need** to re-apply for qualification in those previously qualified areas.

Qualifications are good for the duration of the program as long as a candidate remains an eligible U.S. citizen EFM.

APPLICANTS SEEKING ADDITIONAL QUALIFICATIONS: Individuals who applied in any previous EPAP open season and wish to request qualification in additional areas and/or were not found eligible, have additional work or educational experience that would support their request and wish to be re-evaluated must submit a new application via USAJobs.gov including all required documentation listed above.

COMPLETING YOUR EPAP APPLICATION: Once the vacancy announcement is open on USAJOBS.gov you can submit your application by clicking the Apply Now button on the vacancy announcement.

A screenshot of the USAJOBS.gov search interface. At the top, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT". Below this is a search bar with a placeholder text "City, ZIP Code, or Country" and a blue "Search" button. A link for "Advanced Search" is located below the search bar. On the left side, there is a "Dock" section with a dropdown menu labeled "Go to section of this Job:" and four blue buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job".

You will be directed to the Gateway to State site.

- If you are not directed to the Gateway to State site, refresh or check your browser settings and/or try a different browser to access the portal. Internet Explorer, especially from a Department of State computer, does not always connect properly to the site. If you do not reach the Gateway to State site, you will not be able to complete or submit your application for qualification to the program.

In addition to the USAJOBS.gov resume and required documentation listed above, you will also respond to two sets of questions while in the Gateway to State site:

- The first will ask about your current or past federal employment.
 - If you are currently working or have previously worked for the federal government, refer to your most recent SF-50 to respond to these questions. If you have questions, contact your HRO at post or the EPAP Coordinator at FLOaskEPAP@state.gov.
- The second confirms your eligibility for the program and allows you to indicate in which areas you are requesting qualification. You may select as many areas for qualification as you are interested in and would accept a position in, if it were offered.
- You must meet all the qualification requirements and submit all required supporting documentation by the closing date of the vacancy announcement.
- Verify that required documents have been successfully attached to the application prior to the closing date. You can do so by going back into the application and review your submitted application and attached documents. Applications received without required documents will be deemed ineligible. Applications and documents cannot be submitted after the deadline.
- You should allow at least three to four hours to complete your application package and are encouraged not to wait until the deadline to submit your application.
- If you encounter a technical problem with the USAJOBS site, please contact the Monster Help Desk at (866) 656-6830 or mgshelp@monster.com.
- Check the status of your application:
 - Logon to your **USAJOBS** account.
 - Click on the "Applications" tab and locate the position.
 - Under the "Application Status" column click on the "more information" hyperlink.
 - You will then be transferred to the "Gateway to State" application detail screen.
 - Under the "Vacancy Status" column it will show you the status of the vacancy announcement (e.g., if your application was received, whether the job was cancelled, if the vacancy was filled, etc.);
 - Under the "Application Status" column it will show you the status of your application (e.g., incomplete application, not qualified - lacks specialized experience, not eligible, referred for consideration, selected, etc.).

- Click the "Return to USAJOBS" radio button to return back to USAJOBS.

If the status of your application states: Application Status Not Available, be sure to follow the steps above and confirm your application was completed in the Gateway to State site. If you have confirmed your application is complete in the Gateway to State site, click the update application button and your status should be updated to Application Received. If the status does not change, contact the Monster Help Desk as indicated above.

Announcement anomalies:

- **Series/Grade** – For simplicity in processing and because applicants are applying for qualification to the program and not for consideration for specific positions, the vacancy announcement will state FP-07. The Summary description in the announcement shows the complete range of grades available in the program from FP-07 – FP-04.
- **Duty Locations** – USAJOBS no longer allows the Department to advertise positions for worldwide availability, so although the announcement states Many Vacancies in Washington, DC – **all** EPAP Professional Associate positions are only available at U.S. Missions abroad.

APPLICATION REVIEW PROCESS: HR/FLO will convene Qualification Evaluation Panels (QEPs) to review applications submitted by eligible candidates. The QEP will evaluate each candidate as either qualified or not qualified for the area(s) to which they applied. Once the QEPs have finished their evaluation, HR/FLO will send applicants email notification of the results of their review. HR/FLO will also forward the applications of qualified applicants to the respective Regional Bureaus. *Qualification for an area does not guarantee an offer of employment.*

HR/FLO hopes to provide notification by mid-December 2014.

For general information, please see FLO's website:

<http://www.state.gov/m/dghr/flo/c41174.htm> or contact FLOaskEPAP@state.gov.